

CITY OF BURBANK

GRANTS COORDINATOR

DEFINITION

Under direction, to plan, supervise, and coordinate all operational aspects of the Community Development Block Grant Program and other related grant programs; and to do related work as required.

ESSENTIAL FUNCTIONS

Directs, assigns, and evaluates the work of section personnel; prepares grant applications for federal, state, or local funding agencies; monitors activities of sub-grantees; prepares budget and other financial documents in connection with grant and sub-grantees; monitors compliance with federal, state and local levels of government in the administration of grants; maintains records of program activities and statistics; keeps current with regulations and procedures required to obtain and administer groups; makes oral presentations to groups and conducts public meetings; assists division manager in daily management of division; supervises, trains, and evaluates employees; makes effective recommendations regarding hiring, promotions, and transfers; effectively recommends disciplinary action as needed up to and including termination; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - Community Development program regulations and practices applied to housing; real estate financing and loan processing; grant administration process; sound budgeting principles and practices; knowledge of supervision and management techniques.
- Ability to - plan, direct, and evaluate the work of others; plan, organize and direct a comprehensive grant program; communicate effectively both orally and in writing; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from an accredited college with a degree in business administration, public administration, social science, or related degree and two years supervisory experience in Community Development Block Grant program administration, which can include managing a rehabilitation program. NOTE: Additional qualifying experience may be substituted for the required education on a year-for-year basis.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

Desirable Qualifications: Experience in budgeting, grant writing, prevailing wage compliance and sub-grantee contract compliance.